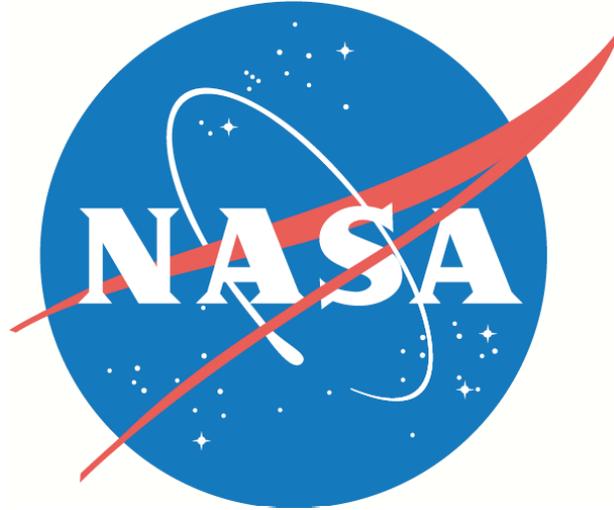


Responsible Office: Code I
Subject: Aeronautics and Space Report to the President



Office of External Relations

Office Work Instruction

Aeronautics and Space Report of the President

Approved by Michael O'Brien
Assistant Administrator
Office of External Relations

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1. Purpose

The purpose of this procedure is to comply with the National Aeronautics and Space Act of 1958 (as amended) requirement that the President submit annually to the Congress a comprehensive report of the U.S. Government's aeronautics and space activities during the preceding fiscal year. By agreement with the Office of Management and Budget, NASA has performed this function on behalf of the President since 1960.

2. Scope and Applicability

- 2.1 This OWI covers the compilation and publication by NASA of the annual Aeronautics and Space Report of the President, which is performed in the Office of External Relations. This OWI also applies to NASA Enterprises, which contribute to the report.

3. Definitions

- 3.1 Aeronautics and Space Report of the President. A comprehensive description, submitted annually by the President to the Congress and concurrently published by NASA, of the programmed activities and the accomplishments of all agencies of the United States in the field of aeronautics and space activities during the preceding calendar year, as well as an evaluation of such activities and accomplishments in terms of the attainment of, or the failure to attain, the objectives described in section 102(d) of the National Aeronautics and Space Act of 1958, as amended.
- 3.2 FRC. Federal Records Center, a unit of the National Archives and Records Administration.
- 3.3 NARA. National Archives and Records Administration.
- 3.4 OMB. Office of Management and Budget, a unit of the Executive Office of the President.
- 3.5 OSTP. Office of Science and Technology Policy, a unit of the Executive Office of the President.

4. References

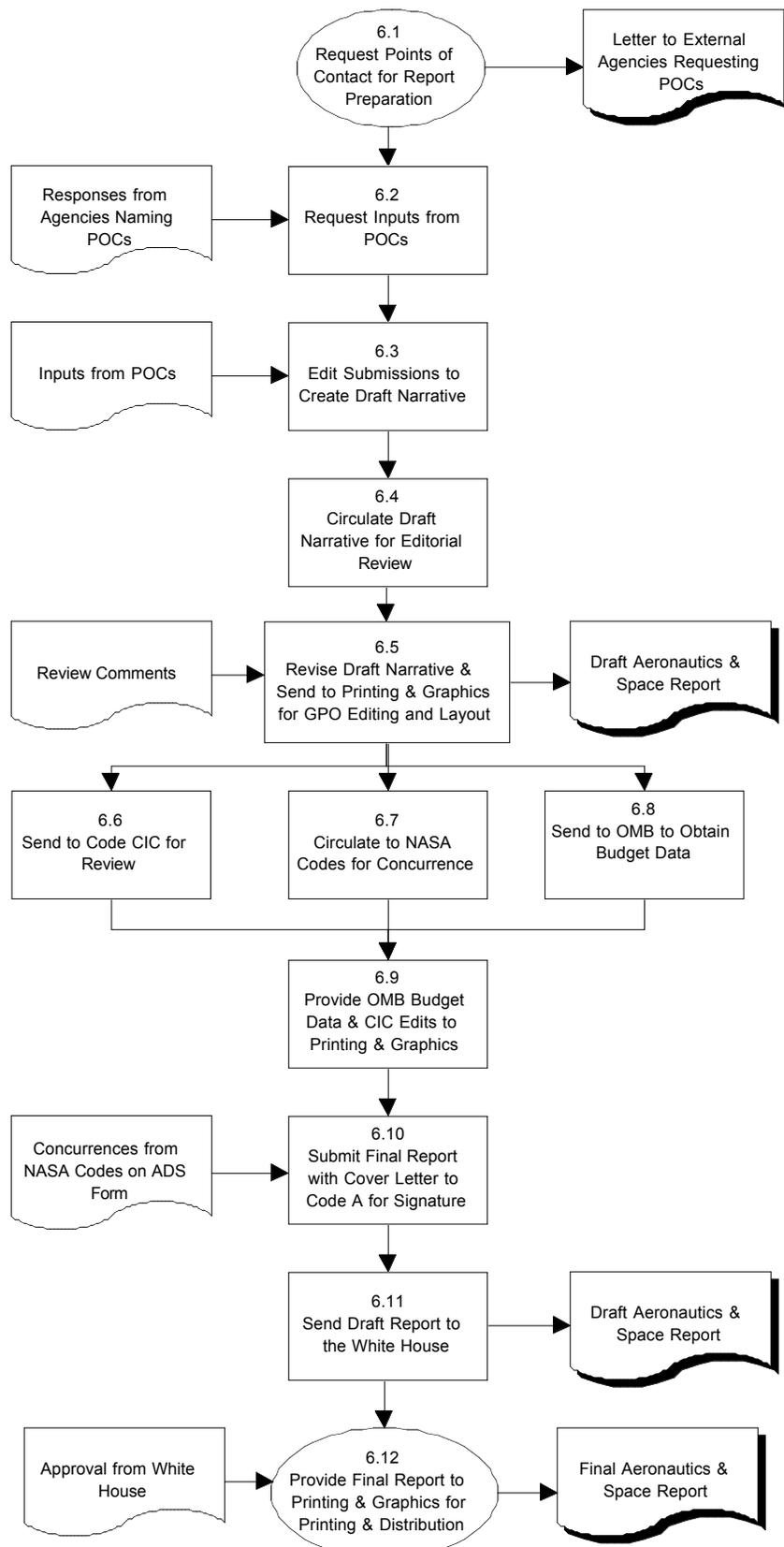
- 4.1 42 U.S.C. 2473, National Aeronautics and Space Act of 1958, As Amended; Sect. 206 (a).

Responsible Office: Code I
Subject: Aeronautics and Space Report to the President

4.2 NHB 1101.3, Sect. 425.

Responsible Office: Code I
 Subject: Aeronautics and Space Report to the President

5. Flowchart



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 TO VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE
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7. Quality Records

Record Identification	Owner	Location	Record Media: Electronic or Hard Copy	Schedule Number and Item Number (NPG 1441.1)	Retention/Disposition
Information request letter	Policy Analyst	History Division	Hard Copy	1.28	Destroy when 5 years old.
Draft Report	Policy Analyst	History Division	Hard Copy	1.28	Permanent; may retire to FRC when 2 years old; transfer to NARA when 15 years old.
Approved Report with Administrat	Policy Analyst	History Division	Hard Copy	1.28	Permanent; may retire to FRC when 2 years old; transfer to NARA when 15 years old.

APPENDIX: [None]